

# HOW TO APPLY FOR RESIDENTIAL 'EXPRESS' ELECTRICAL PERMITS (SELF-ISSUED)

The screenshot shows the EPICLA website interface. At the top, the URL is <https://epicla.lacounty.gov/>. The header features the EPICLA logo with the text "Los Angeles County - Electronic Permitting & Inspections" and the County of Los Angeles seal. A user greeting "Good Evening, Guest" is visible. A navigation bar contains links: Apply, Transportation, Building Permit Help, Customer Survey, Map, Pay Invoices, Search, Help, and Calendar. The main content area displays a "Log In" form with fields for Username and Password, a "Remember Me" checkbox, and a "Log In" button. Below the button are links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

To log in, enter your username and password

Log In

\* Username

\* Password

Remember Me ☐

Log In

Forgot your password? [Reset it](#)  
Forgot your username? [Email it](#)  
Don't have an account yet? [Register Here](#)

If you forgot your password, username, or have not registered, use the appropriate links here

## Home

The screenshot shows the EPIC LA Home Screen. At the top left is the EPIC LA logo with the text "Los Angeles County ♦ Electronic Permitting & Inspections". To the right of the logo is the County of Los Angeles seal. Further right, it says "Good Afternoon, Guest". Below this is a navigation bar with links: Home, Apply, Request Inspection, Transportation, Building Permit Help, Customer Survey, Map, Report, Search, Help, and Calendar. A blue banner below the navigation bar contains the text: "Public Works offices are open to the public. All in-person customers will be served on a first-come, first-served basis. You may also schedule **virtual appointments** with our plan checkers." The main content area has a background image of architectural plans and the heading "Welcome to EPIC-LA". Below the heading are six white boxes, each with a blue icon and text. The "Apply" box is highlighted with a green rounded rectangle, and a green speech bubble points to it with the text "Click on Apply from the Home Screen".

**EPIC LA**  
Los Angeles County ♦ Electronic Permitting & Inspections

Good Afternoon, [Guest](#)

[Home](#) [Apply](#) [Request Inspection](#) [Transportation](#) [Building Permit Help](#) [Customer Survey](#) [Map](#) [Report](#) [Search](#) [Help](#) [Calendar](#)

Public Works offices are open to the public. All in-person customers will be served on a first-come, first-served basis.  
You may also schedule **virtual appointments** with our plan checkers.

## Welcome to EPIC-LA

**Login or Register**  
Login or register for a new account.

**Apply**  
This tool will allow you to view permits/plans that are available to be applied for.

**Permit/Plan Helper App**  
This tool will help you select the correct permit or plan to apply for.

**Pay Invoice**  
Pay for an invoice. An invoice number is required.

**Search Public Records**  
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.

**Request Inspection**  
Click here to request an inspection on an existing record.

## Finding the Permit Application

This screenshot shows the top navigation bar with links: Home, Dashboard, **Apply**, My Work, Request Inspection, Transportation, Building Permit Help, Customer Survey, Map, Pay Invoices, Report, Search, Help, and Calendar. Below the navigation bar, the 'Application' section features a search bar containing the text 'express'. An orange callout bubble points to the search bar with the text 'Search for “express”'. Below the search bar, a dropdown menu is open, showing 'Express Electrical Permit - County' as the selected item. An orange callout bubble points to this item with the text 'Click here to reduce list'. To the right of the dropdown, there is a magnifying glass icon. An orange callout bubble points to this icon with the text 'Or click here to search'. At the bottom of the section, there are links for '> Show Categories' and 'Show My Templates'.

This screenshot shows the 'Application Assistant' page. The top navigation bar is identical to the previous screenshot. Below the navigation bar, the 'Application Assistant' section features a search bar containing the text 'Express Electrical Permit - County'. Below the search bar, there are several buttons: 'All', 'Trending', 'My History', 'LICENSES', 'LICENSES', 'PERMITS', and 'PLANS'. Below these buttons, there are links for '> Show Categories' and 'Show My Templates'. The main content area displays a card for 'Express Electrical Permit - County'. The card includes an icon of an electrical panel, the category name, and a description. A green callout bubble points to the 'Apply' button on the card with the text 'Click “Apply”'.

## Step 1 – Location

1

2

3

4

5

6

7

LocationsTypeContactsMore InfoAttachmentsSignatureReview and Submit

### LOCATIONS

Please search for and select the address(es) and/or parcel AIN(s) on which your project is located.

- When searching by address, it is recommended to enter only the house number and street name
- When searching by AIN, enter the AIN without dashes (e.g. use "1234567890" instead of "1234-567-890")
- If vacant land, just search for and select the parcel AIN(s). If the location is not within the jurisdiction for this plan/permit/business type, a warning will appear.
- Click [address location help](#) for additional information.

Location

Add Location

+

REQUIRED

Click the “+” to add a project location

## Method 1: Adding by Address

The screenshot shows a web interface for adding a location. At the top left is a link 'Back to Application'. Below it is the section header 'Add Location'. There are two tabs: 'Address' (highlighted with a green box and callout) and 'Parcel'. The 'Address' tab is active. Below the tabs is a section 'Add Address As' with a dropdown menu currently set to 'Location'. A blue 'Search' button is positioned below the dropdown. Underneath is the 'Address Information' section, which contains a search input field with the placeholder text 'Search Addresses' and a magnifying glass icon. An orange callout points to this search field, stating that searching by number and street name is sufficient. The entire interface is enclosed in a black border.

Back to Application

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search Search Addresses

The default selection is to search by Address

Searching by number and street name only is enough (ex: 900 Fremont)

[Back to Application](#)

## Add Location

Address

Parcel

Add Address As

Location ▼

Search

## Address Information

Search  

Click "Add" to set the project location

Address

Action

Add

Results per page 10 ▼ 1 - 1 of 1 << < 1 > >>

## Method 2: Adding by Parcel

[Back to Application](#)


Add Location

Address **Parcel**

Alternatively, locations can be search by Parcel Number

---

Parcel Information

Search  

Search using only numbers  
(ex:1234567890)

[Back to Application](#)

## Add Location

Address

Parcel

### Parcel Information

Search

Parcel Number	Section	Township	Range	Action
<input type="text"/>				<input type="checkbox"/>

Results per page  1 - 1 of 1 << < 1 > >>

Check the box

Search to find address

Search Associated Addresses



## Parcel Information

Search  

Parcel Number	Section	Township	Range	Action
<input type="text"/>				<input checked="" type="checkbox"/>

Results per page  1 - 1 of 1 << < 1 > >>

Search Associated Addresses

## Associated Addresses

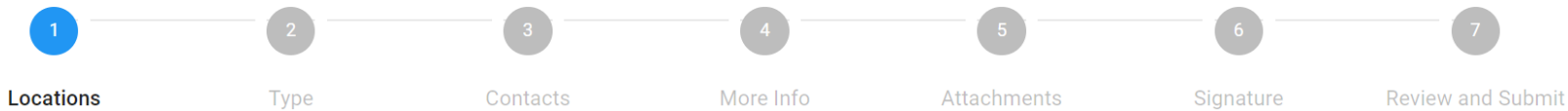
Associated Addresses for Parcel - # <input type="text"/>		
Address		Action
<input type="text"/>		<input checked="" type="checkbox"/>

Results per page  1 - 1 of 1 << < 1 > >>

Check the box with the correct address.  
If there is no address, you can still add only the parcel

Add the address

Add Selected Cancel



**LOCATIONS**

Please search for and select the address(es) and/or parcel AIN(s) on which your project is located.

- When searching by address, it is recommended to enter only the house number and street name
- When searching by AIN, enter the AIN without dashes (e.g. use "1234567890" instead of "1234-567-890")
- If vacant land, just search for and select the parcel AIN(s). If the location is not within the jurisdiction for this plan/permit/business type, a warning will appear.
- Click [address location help](#) for additional information.

**Type: Location**

Main Address ☒

Parcel Number

Main Parcel ☒

Remove

A draft of the application can be saved and then continued a later time. Drafts are accessed from the Dashboard

Save Draft

Next

1

2

3

4

5

6

7

LocationsTypeContactsMore InfoAttachmentsSignatureReview and Submit

LOCATIONS

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- If vacant land, just search for and select the parcel AIN(s). If the location is not within the jurisdiction for this plan/permit/business type, a warning will appear.
- Click [address location help](#) for additional information.

Type: Location

Main Address☒

Parcel Number

Main Parcel☒

Remove

If you see this warning, the location is not within unincorporated LA County. Please use our [Service Locator](#) to check jurisdiction for building permits

The following scenarios are preventing your application:

- Location must be in the Unincorporated County Area. Your selected location is not.
  - Parcel Number:

## Step 2 – Description

The screenshot shows a multi-step process interface. At the top, a horizontal progress bar contains seven numbered circles. The first circle (1) is green with a checkmark and labeled 'Locations'. The second circle (2) is blue and labeled 'Type', indicating the current step. Circles 3 through 7 are grey and labeled 'Contacts', 'More Info', 'Attachments', 'Signature', and 'Review and Submit' respectively.

Below the progress bar, the section is titled 'PERMIT DETAILS'. A note states: 'Please provide a short description for scope of work. This description cannot be updated once submitted.'

There are two main input fields:

- \* Permit Type:** A dropdown menu currently showing 'Express Electrical Permit – County'. A green callout bubble points to this field with the text 'Permit Type cannot be changed'.
- \* Description:** A large text area with the placeholder text 'TYPE IN THE SCOPE OF WORK.'. An orange callout bubble points to this field with the text 'Add a description of work. Please be clear with description'.

At the bottom of the form, there are three buttons:

- A blue 'Back' button on the left.
- A grey 'Save Draft' button in the center.
- A blue 'Next' button on the right, which is highlighted with a green border. A green callout bubble points to it with the text 'Click "Next" to continue'.

## Step 3 – Contacts

Locations Type **Contacts** More Info Attachments Signature Review and Submit


### CONTACTS


Please add any additional contacts that will participate on this project, such as submitting documents, paying bills, and checking status. You can only add contacts that have previously registered in EPIC-LA. You will be able to add contacts at any time during the project.


Please ensure that one of these contact types is added.


1. Owner Builder
2. B License Contractor (General)
3. C10 License Contractor (Electrical)

You can add your contractor certification via My Certificates tab in the My Account menu.

**Applicant**  


**Contractor**  
  
[Remove](#)

Select Type 

Add Contact  


[Back](#) [Save Draft](#) [Next](#)

Click "Next" to continue

You are the default Applicant Contact. Additional contact types are required depending on who is obtaining the permit. Please select contact type from drop down prior to adding contact. It is highly recommended that the property owner has an account

## Step 4 – More Info

✓

✓

✓

4

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6

7

LocationsTypeContactsMore InfoAttachmentsSignatureReview and Submit

**MORE INFO**

The below criteria are used to determine eligibility for the EXPRESS ELECTRICAL PERMIT. All answers must be YES to qualify and proceed with this permit type.

If in any situation you are unable to answer Yes, please use the Electrical Simple or Electrical Complex permit application.

If upon inspection it is determined that there were no active and issued building permit(s) associated to this parcel; or work is related or ancillary to an unpermitted repair/replacement, addition/alteration, or new construction; the subtrade permit will be suspended until appropriate building permit(s) are issued.

Please read the instructions and all questions carefully. There are questions that must be answered “Yes” to qualify for the Express Permit. Scroll beyond the questions to find fee items to apply for. Itemize what you are applying for.

**Fee Items**

Previous Section | Top | Main Menu

Please fill in the requested items accordingly. You will NOT be able to add or update this information after you submit this application. If the item you are applying for is not listed, please apply for the Electrical Simple or Electrical Complex application. Electrical Complex is intended for applications that require plan review before issuance.

Branch Circuits, 120V, 15 or 20A	1
Outlets-Lighting, Recept, Switch	1
Lighting Fixtures	1

Enter the numerical value for the quantity of items you are applying for. At least one of these fields needs to be filled out.

Residential New BLDGS 1 or 2 Family (sf)	<input type="text" value="1200"/>
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If you are applying for a new building and solely based on the square footage of the structure instead of itemizing, enter the square footage in this field and no other items.

EPIC-LA Acknowledgement: I have selected and quantified all items appropriately for this permit. I understand that failure to do so may lead to subsequent fees and delays in the inspection process.

Must be acknowledged in order to continue

Back

Click "Next" to continue

Save Draft

Next

It is important that you properly itemize what you are applying for. Failure to do so may lead to subsequent fees and delays in the inspection process.

## Step 5 – Attachments

Locations Type Contacts More Info **Attachments** Signature Review and Submit

### Attachments

Please download, fill out, and upload a copy of the [Permit Declaration](#)

If obtaining the permit as an Owner Building, please upload the following:

- Driver's License (must reflect current address to verify property is owner occupied)
- Proof of Ownership (i.e. utility bill, property tax bill)
- Filled out and signed copy of the [Owner Builder Declaration](#)

If obtaining the permit as a Contractor, please upload the following:

- Pocket License
- Proof of Workers Compensation

Permit Declaration

Add Attachment

+

Supported: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .dxf, .dwf, .dwfx, .csv,...

REQUIRED

Select Type

Add Attachment

+

Supported: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .dxf, .dwf, .dwfx, .csv,...

Permit Declaration form is required for all applications. Download the form, fill it out, and upload to the designated tile. Additional documents are required depending on who is obtaining the permit. Please read the instructions carefully and upload the appropriate files.

Click "Next" to continue

Back Save Draft Next



## Step 6 – Signature

The screenshot shows a multi-step form interface. At the top, a progress bar contains seven steps: 'Locations', 'Type', 'Contacts', 'More Info', 'Attachments', 'Signature', and 'Review and Submit'. The first five steps are marked with green checkmarks, while 'Signature' is marked with a blue circle containing the number '6', and 'Review and Submit' is marked with a grey circle containing the number '7'. Below the progress bar, the 'SIGNATURE' section contains a certification statement and a list of five bullet points. A text input field for the user's name is highlighted with an orange box. Below this is a toggle switch for 'Enable Type Signature'. A large signature drawing area is outlined in orange and contains the text 'X Draw Signature Here'. An orange callout bubble points to this area with the text 'Fill in the fields as required'. Below the signature area is a 'Clear' button. At the bottom of the form, there is a 'Back' button, a green callout bubble with the text 'Click "Next" to continue' pointing to the 'Next' button, a 'Save Draft' button, and a 'Next' button.

Locations Type Contacts More Info Attachments **Signature** Review and Submit

**SIGNATURE**

By my signature below, I certify the following:

- I am the property owner or authorized to act on the property owner's behalf.
- I have read the application and the information and acknowledgements I have provided are true and correct.
- I agree to comply with all applicable city and county ordinances and states laws relating to building construction.
- I authorize representatives of this county to enter the above-identified property for inspection purposes
- I am performing work in at least two trades that exceed \$500.00 minimum to qualify as unrelated specialty trade or crafts (Applies to Class B Contractor)

\* Please type your name as consent to electronically sign this application.

Enable Type Signature ☐

**X Draw Signature Here**

Clear

Back Click "Next" to continue Save Draft Next

# Step 7 – Review and Submit

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

✓

Signature

7

Review and Submit

Submit

Locations

Location

Parcel Number

Basic Info

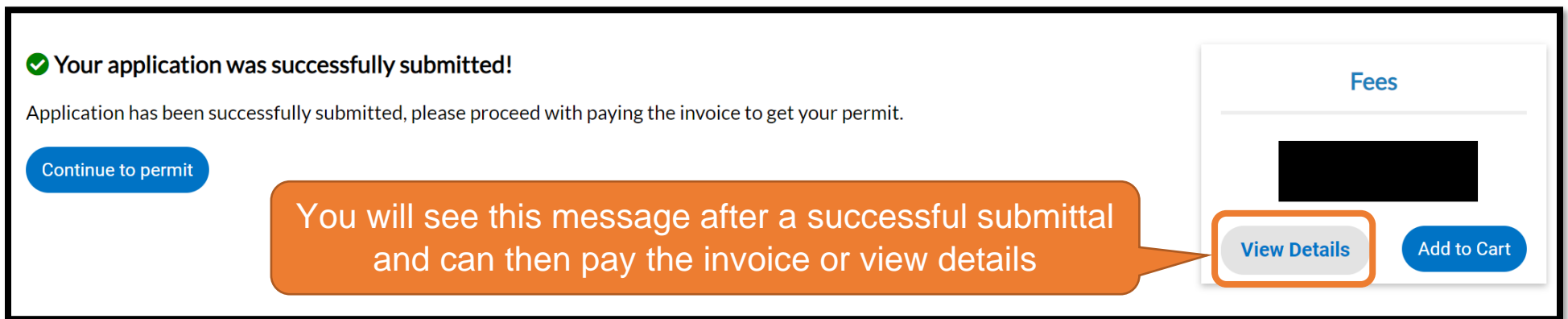
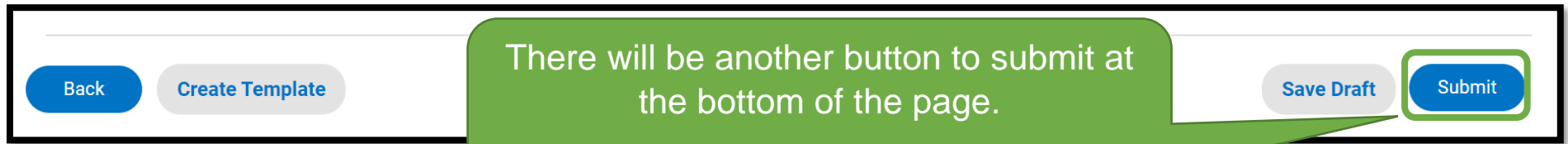
Type

Express Electrical Permit – County

Description

Applied Date

Scroll down to review the application information is complete and correct



You will see a confirmation screen after submitting. Click "Continue to permit" to enter the permit case page to see the permit case number. Fees for the permit are automatically invoiced and ready to pay when adding to cart

# Paying Invoice

[Back](#)

Shopping Cart

Invoice: [REDACTED]

Due Date: [REDACTED]

Description: UNC-EXPR [REDACTED]

Total [REDACTED]

Check Out

Case Number	Project	Case Address	Amount Due
UNC-EXPR [REDACTED]		[REDACTED]	[REDACTED]

Remove

Top | Main Menu

Click "Check Out" to continue

Total [REDACTED]

Check Out

After adding to cart, review cart and check out.  
Proceed through the entire payment process until the payment is processed and you return to EPIC-LA.

## Finding Your Permit and Important Documents

Dashboard Apply **My Work** Request Inspection Transportation Building Permit Help Customer Survey Map Pay Invoices Report Search Help

**My Work**

MY INVOICES **MY PERMITS** MY INSPECTIONS REQUEST INSPECTIONS

Search... Export to Excel

Display Active

Permit Number	Project	Address	Permit Type	Status	State
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To find your permit and other important documents, go to the My Work menu and then select the My Permits tab. Update the Display drop-down to Active and then click on the permit number link

Permit Number: [Redacted]

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Express Electrical Permit - County Status: Issued Project Name:

Summary Locations Fees Inspections **Attachments** Contacts Sub-Records More Info

Documents like the permit, job card, and inspection instructions can be found in the Attachments of the permit case

## Requesting Inspection

Summary Locations Fees **Inspections** Attachments Contacts Sub-Records More Info

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections Sort Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections Sort Order

Description	Reinspection	Action
DPW - Permit - Electrical Inspection	No	<input checked="" type="checkbox"/>

Results per page 10 1 - 1 of 1 << < 1 > >>

[Request Inspection](#)

Dashboard Apply My Work **Request Inspection** Transportation Building Permit Help Customer Survey Map Pay Invoices Report Search Help

**Request Inspections**

Search... [Export to Excel](#)

[Request Inspection](#)

When you are ready, you can request inspection via the Inspection menu within the case or through the Request Inspection menu at the top of the screen. For detailed instructions on how to request inspection, click [here](#)

Inspection requests will be reviewed inspection staff and will be scheduled based on availability